

**UNIVERSITY OF HAWAI'I AT MĀNOA**  
**CAMPUS CENTER BOARD ACTIVITIES COUNCIL**

Meeting Agenda,46

Wednesday, June 24, 2020

Zoom @ 2:30 pm

<https://us02web.zoom.us/j/85244507341?pwd=T1NYS1FacUdaSFZaMGh3VjFEZEgYdzog>

Password: oAALov

Introduction

- I. Call meeting to order at: 2:40pm
- II. Council Members present: Amber B. Nadine G., Ashley N., Ashley G., Kendra H., Angelica F.
- III. Advisors present: Ally
- IV. Standing Items
  - A. Agenda - June 24 , 2020
    - 1. Accept the agenda as presented.
  - B. Minutes - June 26th, 2020
    - 1. Accept the minutes as presented.
- V. Old Business:
  - A. Summer Event 1: Painting with Shaun (Session 1)
    - 1. SWOT
- VI. New Business:

Summer 2020 Events

- A. Summer Event 1
  - a. Lead: Angelica & Bella
  - b. Advisor: Ally
  - c. Event Date: Monday, June 22 - Friday, June 26
  - d. Location: Online
  - e. Posting Time: Tuesday, Wednesday, and Thursday at 4:30 pm
    - i. Reallocate for giveaways
      - 1. Angelica ' I move to allocate \$1,000 from operational supplies to other-prizes'
      - 2. Amber - second the motion
      - 3. No discussion
      - 4. All in favor, no opposition

5. Motion granted
- ii. IDO - Angelica

B. Summer Event 2

- a. Lead: Kendra & Nadine
- b. Advisor: Ashley G
- c. Event Date: Monday, August 17 - Saturday, August 22nd
- d. Location: Online/In-person
  - i. Kendra "I move to Allocate \$1000 from operational supplies to oth-prizes"
    1. Nadine - I second that motion
    2. No discussion
    3. All in favor, no opposition
    4. Motion granted
    5. Sent updates to graphics
  - ii. Created Google Form
    1. [https://docs.google.com/forms/d/e/1FAIpQLSdfjs\\_-hIWunLZbxM2pIUCITN81m3X2DUJwezpTPXrRdwHAIQ/viwwform](https://docs.google.com/forms/d/e/1FAIpQLSdfjs_-hIWunLZbxM2pIUCITN81m3X2DUJwezpTPXrRdwHAIQ/viwwform)
    2. Still incorporating suggestions from Ally and Ashley G
  - iii. To do:
    1. Event Blurb (started)
    2. IDO

Fall 2020 Events

A. Friend Speed Dating

- a. Lead: Bella
- b. Advisor: Ally
- c. Event Date: Tuesday, September 1st
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:00pm
  - i. No new updates

B. Obon Festival

- a. Lead: Amber
- b. Advisor: Ashley G
- c. Event Date: Wednesday,, September 9th
- d. Location: CC Courtyard
- e. Event Time: 4:00pm - 6:30pm
  1. Food options -
    - a. L bento (w vegan option)
    - b. Mini bento (sushi, okonomiyaki) & choco banana

2. Informational pamphlet WIP
  - a. Will include: DIY instructions, explanation of the significance of Obon/items in giveaway bags
3. Japanese themed giveaway ideas (?)
  - a. Japanese candy box
  - b. Studio ghibli products (??) don't know if it's too specific to appeal to a lot of people
  - c. Any tech products?
  - d. I only know women-oriented Japanese items, any suggestions for male-oriented/gender-neutral Japanese products?

C. Just Dance Fitness

- a. Lead: Angelica
- b. Advisor: Ashley G
- c. Event Date: Monday, September 14th
- d. Location: CC Courtyard
- e. Event Time: 1:00-3:30 pm
  - i. No new updates

D. Sushi With Me

- a. Lead: Kendra
- b. Advisor: Ally
- c. Event Date: Friday, September 25th
- d. Location: Exec Dining
- e. Event Time: 2:00pm - 6:15pm
  - i. Take vote on name:
    1. Sushi Time - 0
    2. Sushi Sesh - 0
    3. Sushi With Me - All

E. Paint Night

- a. Lead: Amber
- b. Advisor: Ally
- c. Event Date: Tuesday, September 29th
- d. Location: Executive Dining
- e. Event Time: 5:15pm - 9:15pm
  - i. Contacted Shaun & DEH&PS
  - ii. Do we still have a lot of paint left?
    1. Waiting on summer event 1 leftovers
  - iii. Ordering supplies for 100 people?

F. Gamer's Night

- a. Lead: Angelica & Kendra
- b. Advisor: Ashley G
- c. Event Date: Friday, October 9th
- d. Location: Executive Dining Room
- e. Event Time: 4:00pm - 8:30pm
  - i. No new updates

G. Movie Night

- a. Lead: Nadine
- b. Advisor: Ashley G
- c. Event Date: Thursday, October 15th
- d. Location: CC Courtyard
- e. Event Time: 4:30pm - 10:30pm
  - i. Emailed jacy about the layout
  - ii. Followed up with John about food
    - 1. Pre-packaged

H. Taste of Manoa

- a. Lead: Ashley N.
- b. Advisor: Ally
- c. Event Date: Thursday, October 22nd
- d. Location: CC Courtyard
- e. Event Time: 5:30 PM-7:30 PM
  - i. Concession Style
    - 1. Volunteers would be runners for food
    - 2. Jacy - can't put barricades

I. Pumpkin Patch

- a. Lead: Amber & Kendra
- b. Advisor: Ally
- c. Event Date: Wednesday, October 28th
- d. Location: CC Courtyard & Dining 203E
- e. Event Time: 3:00pm - 9:00pm
  - i. No new updates

J. Big Mood

- a. Lead: Ashley & Nadine
- b. Advisor: Ally
- c. Event Date: Thursday, November 5th
- d. Location: Executive Dining
- e. Event Time: 4:30pm - 7:30pm
  - i. Emailed jacy about the layout

1. Due to social distancing the max we can fit in the exec dining room is 25
    - a. RSVP for people who are interested
    - b. Two sessions?
  2. New location for more people?
    - a. Can't use the 300 rooms bc of renovation
- ii. Followed up with John about the food

K. Makana O Manoa

- a. Lead: Kendra & Bella
- b. Advisor: Ashley G
- c. Event Date: Thursday, November 12th
- d. Location: CC Courtyard
- e. Event Time: 5:00pm-8:00pm
  - i. No new updates

L. NovemBEAR

- a. Lead: Amber
- b. Advisor: Ally
- c. Event Date: Thursday, November 19th
- d. Location: Dining 203E
- e. Event Time: 5:00 pm - 8:00 pm
  - i. Looking into other skins (pokemon, animal crossing, sanrio etc)

M. Speaker Event

- a. Lead: Ashley & Angelica
- b. Advisor: Ashley G
- c. Event Date: Monday, November 23rd
- d. Location: Courtyard
- e. Event Time: 6:00pm - 8:00pm
  - i. No updates

N. DIY Christmas

- a. Lead: Kendra
- b. Advisor: Ally
- c. Event Date: Thursday, December 3rd
- d. Location: Executive Dining & Dining 203E
- e. Event Time: 5:00pm - 8:00pm
  - i. No new updates

O. Farewell Bash

- a. Lead: Ashley N. & Nadine

- b. Advisor: Ally
- c. Event Date: Thursday, December 10th
- d. Location: CC Courtyard
- e. Event Time: 9:00pm - 12:00am
  - i. Changed date to December 11th
  - ii. Genre ?
    - 1. Local?
  - iii. Possible Names
    - 1. Bows Bash
      - a. Simple
    - 2. Winter Bash
      - a. Clear it's the holiday
    - 3. Bash Buzz
    - 4. Holiday Rocking Bash

P. Cram Jam

- a. Lead: Amber, Bella, & Nadine
- b. Advisor: Ally
- c. Event Date: Sunday, December 13th - Thursday, December 17th
- d. Location: CC Complex???????
- e. Event Time: 7:00pm - 1:00am
  - i. Ally: Need to find a new lead to replace Angelica. Kendra or Amber?

VII. CCB Updates

A.

VIII. Chair Comments

- A. Be sure that graphics put the AC Logo on the graphics
- B. New EC hire!

IX. Advisor Comments

A. Ally

- 1. Who does NOT have access to Kualii?
  - a) Go to <https://kfs.hawaii.edu/kfs-prd6/portal.jsp>
  - b) Click on Main Menu tab
  - c) Log in via UH log in
- 2. Access to AC office
  - a) Let me or Ashley G know (we have keys to access building), OR
  - b) Call the SLD office and a staff will let you in the building (808-956-8178). Let them know you're a student employee and you'll be going to the AC office.
- 3. CC Courtyard Tent

- a) Broken, MES ordering a replacement
  - b) If it doesn't arrive in time, they have a 20x20 tent available (previous tent was a little bigger - 20x30)
- 4. Events in CC Courtyard: make sure you have a rain plan and discuss w/ Jacy!
- 5. FYI - I will have limited access to email and Slack on: 6/25, 6/26, 7/2, 7/3
- 6. Stickers can be reused but we see how often we can reuse them
- 7.

#### B. Ashley G

- 1. When2meet
  - a) Monthly General When2meet link instead of separate links every meeting
    - (1) Login to make changes
  - b) Zoom\_meetings channel on slack
- 2. Tutorial on how to Filter Work Emails
  - a) Organizing and separating school, work, and personal emails
  - b) Click more (three dots), filter messages → create filter, skip the inbox, apply the label → never send it to spam, also apply filter to matching conversations

#### X. EA Comments

##### A. Promo item ideas:

- 1. Mini umbrellas
- 2. tote bags
- 3. hand sanitizers
- 4. face masks
- 5. Visors
- 6. Long sleeves
  - a) Make sure designs stick to UH colors

#### XI. Additional Comments

##### A. colorhunt.co

- B. Are we able to switch dates of the bi-weekly meetings? I am no longer available on Weds (1-3 pm) or Thurs (3-5 pm) mahalo!

- 1. Wednesday 3:30
- 2. Friday 2:30

##### C. Summer 2 Event prizes pickup

- 1. Pickup at the bookstore? -- Ally will pick up

#### XII. Reminders.

- A. Don't forget to clock in/out using the google form:  
<https://docs.google.com/forms/d/e/1FAIpQLScZCooyNAPAnJ37yMm3wCfV23VUg8coleu3idB7E1FDivxAig/viewform?c=0&w=1>
  - B. Don't forget to input your hours on the Summer 2020 AC Office Hours Google Doc every Monday!
  - C. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar. Please review the agenda prior to the start of the meeting!
  - D. If you need help don't forget to ask! We're all working together.
- II. **NEXT MEETING: July 8, 2020 at 2:30pm (TBD)**
- III. Meeting adjourned: 3:19pm